

§ 362.206

PMI Program counts toward the completion of the 2-year period. The new employing agency must notify the OPM PMI Program office of the action.

§ 362.206 Career development.

(a) *OPM responsibilities.* OPM will:

(1) Provide orientation and graduation programs for each intern class; and

(2) Serve as a clearinghouse of available training opportunities.

(b) *Agency responsibilities.* Each agency will:

(1) Work with the intern to develop a written outline of core competencies and technical skills (called an individual development plan) the intern must gain before conversion to a target position;

(2) Provide at least 80 hours of formal training a year, including training in core competencies targeted to a functional area into which the intern will most likely be converted; and

(3) Provide at least one rotational assignment to another functional area, made at the discretion of the agency.

PART 410—TRAINING

Subpart A—General Provisions

Sec.

410.101 Definitions.

Subpart B—Planning for Training

410.201 Responsibilities of the head of an agency.

410.202 Integrating employee training and development with agency strategic plans.

410.203 Assessing organizational, occupational, and individual needs.

410.204 Options for developing employees.

Subpart C—Establishing and Implementing Training Programs

410.301 Scope and general conduct of training programs.

410.302 Responsibilities of the head of an agency.

410.303 Employee responsibilities.

410.304 Funding training programs.

410.305 Establishing and using interagency training.

410.306 Selecting and assigning employees to training.

410.307 Training for promotion or placement in other positions.

410.308 Training to obtain an academic degree.

5 CFR Ch. I (1–1–04 Edition)

410.309 Agreements to continue in service.

410.310 Computing time in training.

410.311 Records.

Subpart D—Paying for Training Expenses

410.401 Determining necessary training expenses.

410.402 Paying premium pay.

410.403 Payments for temporary duty training assignments.

410.404 Determining if a conference is a training activity.

410.405 Protection of Government interest.

410.406 Records of training expenses.

Subpart E—Accepting Contributions, Awards, and Payments From Non-Government Organizations

410.501 Scope.

410.502 Authority of the head of an agency.

410.503 Records.

Subpart F—Evaluating Training

410.601 Responsibility of the head of an agency.

410.602 Records.

Subpart G—Reports

410.701 Reports.

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Subpart A—General Provisions

§ 410.101 Definitions.

In this part:

(a) *Agency*, *employee*, *Government*, *Government facility*, and *non-Government facility* have the meanings given these terms in section 4101 of title 5, United States Code.

(b) Exceptions to organizations and employees covered by this subpart include:

(1) Those named in section 4102 of title 5, United States Code, and

(2) The U.S. Postal Service and Postal Rate Commission and their employees, as provided in Pub. L. 91-375, enacted August 12, 1970.

(c) *Training* has the meaning given to the term in section 4101 of title 5, United States Code.

(d) *Mission-related training* is training that supports agency goals by improving organizational performance at any

Office of Personnel Management

§ 410.204

appropriate level in the agency, as determined by the head of the agency. This includes training that:

- (1) Supports the agency's strategic plan and performance objectives;
 - (2) Improves an employee's current job performance;
 - (3) Allows for expansion or enhancement of an employee's current job;
 - (4) Enables an employee to perform needed or potentially needed duties outside the current job at the same level of responsibility; or
 - (5) Meets organizational needs in response to human resource plans and re-engineering, downsizing, restructuring, and/or program changes.
- (e) *Retraining* means training and development provided to address an individual's skills obsolescence in the current position and/or training and development to prepare an individual for a different occupation, in the same agency, in another Government agency, or in the private sector.
- (f) *Continued service agreement* has the meaning given to service agreements in section 4108 of title 5, United States Code.
- (g) *Interagency training* means training provided by one agency for other agencies or shared by two or more agencies.
- (h) *State and local government* have the meanings given to these terms by section 4762 of title 42, United States Code.

Subpart B—Planning for Training

§ 410.201 Responsibilities of the head of an agency.

As stated in section 4103 of title 5, United States Code, and in Executive Order 11348, the head of each agency shall:

- (a) Establish, budget for, operate, maintain, and evaluate a program or programs, and a plan or plans thereunder, for training agency employees by, in, and through Government and non-Government facilities;
- (b) Determine policies governing employee training, including a statement of broad purposes for agency training, the assignment of responsibility for seeing that these purposes are

achieved, and the delegation of training approval authority to the lowest possible level; and

- (c) Establish priorities for training employees and provide for funds and staff according to these priorities.

§ 410.202 Integrating employee training and development with agency strategic plans.

(a) Agencies shall include mission-related training and development in agency strategic planning to ensure that:

- (1) Agency training strategies and activities contribute to mission accomplishment; and
- (2) Organizational performance goals are met.

(b) Agency human resource development programs and plans should:

- (1) Improve employee and organizational performance; and
- (2) Build and support an agency workforce capable of achieving agency mission and performance goals.

§ 410.203 Assessing organizational, occupational, and individual needs.

(a) *Assessment*. Section 303 of Executive Order 11348 specifies the responsibility of heads of agencies to assess agency training needs annually.

(b) *Method*. The method an agency uses to conduct training needs assessment shall meet the requirements of chapter 41 of title 5, United States Code, Executive Order 11348, and this subpart.

§ 410.204 Options for developing employees.

Agencies may use a full range of options to meet their mission-related organizational and employee development needs, such as classroom training, on-the-job training, technology-based training, satellite training, employees' self-development activities, coaching, mentoring, career development counseling, details, rotational assignments, cross training, and developmental activities at retreats and conferences.